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5 December 1955

MEMORANDUM FOR: Deputy Director (Support)

ATTENTION : Deputy Director of Personnel

SUBJECT : Effect of a Manpower Reduction and Adequacy of  
Current Manpower Authorization in Light of Requirements

1. This report for the Medical Staff is submitted in response to a request to Heads of Executive Departments from the Chairman of the House Committee on Post Office and Civil Service relating to the conservation of manpower and a 10% reduction in the number of civilian employees of Departments.

2. Medical Staff Personnel:

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- a. Present staff employee ceiling : [REDACTED]
- b. On-Duty staff employee strength: [REDACTED]
- c. Staff Agent-type personnel:

Authorized: [REDACTED]

On-Duty : [REDACTED]

25X9

3. First Question

In the event of a requirement of a 10% reduction from manpower on duty 31 October 1955, clinical support to headquarters personnel would be discontinued, and Health Rooms Branch, Technical Services Division, of the Medical Staff would be abolished. This closing of the various Agency Health Rooms that currently operate under the authority of Public Law 658 of the 79th Congress, and discontinuance of the present professional type of headquarters support, would mean a personnel saving of [REDACTED]

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4. Second Question

The Chief, Medical Staff, is responsible for planning and directing the Agency medical support program (CIA Regulation No [REDACTED]). To the best of its official knowledge this staff does not perform any function or activity which is being performed, in whole or in part, by another component of this Agency or by another Government Agency. In view of the clear statement of responsibility in the

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**SECRET**

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basic regulation, however, it is felt that this question of duplication of medical effort could better be asked of other components sponsoring projects with medical aspects.

5. Third Question

a. The present on-duty strength of this staff does not permit it to perform its functions in the manner envisioned by the Inspector General in his survey of last Spring, or by the Management Staff and Office of Personnel in their survey completed 2 August 1955. In order to function as recommended in these surveys nine (9) additional positions beyond the present on-duty strength of [REDACTED] are required; this would assure the complement of [REDACTED] that was approved on 2 August 1955 as the Medical Staff Table of Organization.

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b. The nine positions required are as follows:

Medical Administrative Officer (The Registrar)	1
Clark-Steno, Registrar	2
Administrative Officer, ASD	1
Clark-Typist, ASD	1
Medical Officer, TSD	1
Clark-Typist, TSD	1
Medical Field Technician, TSD	1
Secretary Steno, PD	1
Total	<u>9</u>

c. All of these positions were exhaustively investigated and thoroughly justified prior to their approval on 2 August 1955. Because of the ceiling imposition, however, it has not been possible to fill these positions without sacrificing other essential positions. The desired development of medical support that these additional positions would have permitted has therefore been delayed.

6. It is not realistically possible to net the difference between the additional nine (9) positions required and the [REDACTED] that could hypothetically be saved by the action mentioned in paragraph 3. The nine additional positions are for the greater part administrative positions and could not compensate for the loss of any of the [REDACTED] professional positions. There could be no real saving to the Agency through the abolition of these [REDACTED] professional positions. The loss to the Agency in health protection

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SECRET

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and prompt professional treatment would many times over outweigh  
the salaries of these [REDACTED]

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JOHN R. TIEFJEN, M.D.  
Chief, Medical Staff

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